



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-HRS

1 October 2015

MEMORANDUM FOR SEE Distribution

SUBJECT: United States Army Garrison Humphreys Policy Letter # 6, Army Substance Abuse Program (ASAP)

1. References.

- a. AR 600-85, Army Substance Abuse Program (ASAP), 28 December 2012.
- b. United States Army Garrison Humphreys Policy Letter #8, Army Substance Abuse Prevention Training, 1 October 2015.
- c. United States Forces Korea (USFK) Command Policy Letter #6, Prohibited Substances, 2 January 2014.
- d. Eighth Army Policy Letter #20, Substance Abuse Prevention and Deterrence 29 May 2014.

2. The proponent for this policy is the Alcohol and Drug Control Officer (ADCO).

3. This policy is effective immediately. It remains in effect until rescinded or superseded.

4. Purpose. This memorandum describes the USAG Humphreys Army Substance Abuse Program (ASAP).

5. Policy.

a. **Referral.** A Soldier, whose alcohol or other drug use/abuse surfaces through Military Police Desk Blotter Reports (DA Form 3997), via Medical Record Consultation Sheet (Standard Form 513), a positive urinalysis report, or through self-identification, will be referred to ASAP for an initial screening interview.

b. **Enrollment.** The ASAP is a commander's program that is performed at the ASAP Office. The company commander is the referral authority for enrollment, the rehabilitative phase, and determining success or failure. Company commanders make enrollment decisions using:

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(a) The perceived potential for the Soldier to render effective service with rehabilitation.

(b) The professional treatment staff recommendations.

(c) The unit ability to sustain short-term rehabilitation cost versus long-term advantages.

(d) Soldiers' enrollment in an outpatient rehabilitation program will have a term between 30 to 360 days.

(e) Inpatient program is 360 day program. The first five weeks will be at the Alcohol Treatment Center, Brian Allgood Army Community Hospital. The balance of care involves weekly sessions at the Army Substance Abuse Program, and meetings of Alcoholics Anonymous.

c. Unit Prevention Leaders.

(1) IAW AR 600-85, unit commanders shall appoint at least two Soldiers, grade E-5 or above, to serve as Unit prevention Leaders (UPLs). These Soldiers should possess sufficient skills, integrity and maturity, and at least eight months retainability. UPLs require access to a computer with USAG Humphreys internet capability and an Outlook email address. UPLs manage their unit alcohol and drug prevention programs and the collection and transportation of urine specimens. UPLs also provide unit quarterly alcohol and drug abuse prevention training, and assist the commander to identify, refer, and enroll Soldiers in ASAP.

(2) Every Soldier considered for appointment as a UPL must have a criminal background check to prevent appointing individuals who are under investigation for legal, administrative, substance abuse related offenses and had a drug or alcohol-related incident within the last three years. Soldiers that have previously been enrolled in the ASAP for counseling or completion of ADAPT should not be considered as potential UPLs for at least 36 months after release from counseling or completion of ADAPT.

(3) The USAG Humphreys ASAP Drug Testing Coordinator assists UPLs with urinalysis collection procedures and SOPs. UPLs should contact the ASAP two weeks in advance for on-site services (courtesy inspections). The ASAP conducts monthly Unit and Battalion Prevention Leader (UPL/BPL) Certification training.

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d. Unit Alcohol and Drug Abuse Prevention Training.

(1) All Soldiers will receive a minimum of one hour of substance abuse prevention and awareness training per quarter conducted by their unit UPL or BPL.

(2) The UPL/BPL shall send completed training reports on unit substance abuse training to the Prevention Coordinator (PC). Submit the required documentation for all completed classes in accordance with USAG Humphreys Policy Letter #8. Verification of training must be provided to the PC within 5 working days upon completion of training.

(3) The USAG Humphreys ASAP PC will assist UPLs/BPLs in developing training by providing audiovisual and printed materials. The PC's office phone number is 753-7361.

e. Risk Reduction.

(1) Commanders will receive risk reduction briefings and consultations from the Risk Reduction Program Coordinator (RRPC).

(2) The RRPC will administer the Unit Risk Inventory (URI) survey to units serviced and assigned to USAG Humphreys and recommend prevention/intervention strategies to leaders based on survey results and risk data.

(3) RRPC will coordinate intervention/prevention services.

f. Suicide Prevention.

(1) Chaplains are the proponent for suicide prevention and intervention training for Soldiers and members of the Camp Humphreys community.

(2) The Suicide Prevention Program Manager (SPPM) will assist chaplains in the coordination of training and prevention efforts throughout the Camp Humphreys community.

(3) Chaplains will provide suicide statistical reports and training attendance rosters to the SPPM on a monthly basis.

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g. Employee Assistance.

(1) The Employee Assistance Program Coordinator (EAPC) will provide assessment, short term counseling, referral, and follow-up services for eligible civilians.

(2) On coordination with the PC, the EAPC will ensure civilian employees and supervisors are trained on EAP services.

6. The POC for this policy is the Alcohol and Drug Control Officer at 753-7367.



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COL, AR
Commanding

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